



Office of State Publishing

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STD. FORMS BUYBACK POLICY

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure compliance, author agencies are required to buyback forms for which the agency is responsible when a form is removed from stock due to 1) a new form revision, 2) form is discontinued, 3) form is approved for low-use, or 4) form is replaced by another form.

This policy is printed on the Form Reorder Instructions Request (FMC 15). FMC uses this form to query a Departmental Forms Management Coordinator (DFMC) before a new printing is ordered. (The FMC 15 allows your DFMC to notify FMC of, among other things, revisions that need to be made before the next printing.) The following notice appears on each FMC 15.

“NOTE: If the current stock of any Standard (STD.) form must be taken out of stock because the form is revised, discontinued, approved as a low-use form, or is replaced by a revised version, the responsible agency must buy any remaining supply. Call the Forms Management Center for instructions.”

There are two buyback options available from which the author agency may choose:

Option 1 – author buys stock at the cost to print the form revision and stock is either recycled or delivered to the author agency.

Option 2 – author approves depleting stock of outdated revision prior to printing and publishing the new revision. (***Option 2 is not available when a form is approved for low-use or is replaced by another form.***) If stock of outdated revision remains after six months, FMC will bill author agency for the amount of remaining stock and print current revision. Outdated stock will be recycled. FMC will notify author agency via an FMC 15.

In accordance with **Government Code Section 14771**, State government agents and entities doing business with the state should use STD. eForms disseminated by FMC rather than create their own.

For more information, reference **State Administrative Manual Sections 1700, 1720, 1725, and 1730** or contact an FMC Forms Consultant by phone at (916) 323-0311 or (916) 324-9697, or by email at FormsManagement@dgs.ca.gov.